SERVE **OHIO**
Ohio Commission on Service and Volunteerism

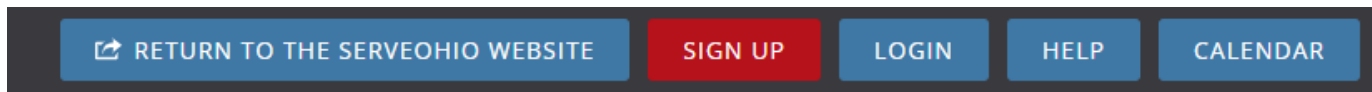30 E. Broad Street, Suite 2487
Columbus, Ohio 43215
serve.ohio.gov
@ServeOhio

Getting Started and Responding to Opportunities as a Volunteer

Creating Your Account

Begin by going to Get Connected and clicking the **Sign Up** button, located at the top of your screen.

↱ RETURN TO THE SERVEOHIO WEBSITE	SIGN UP	LOGIN	HELP	CALENDAR

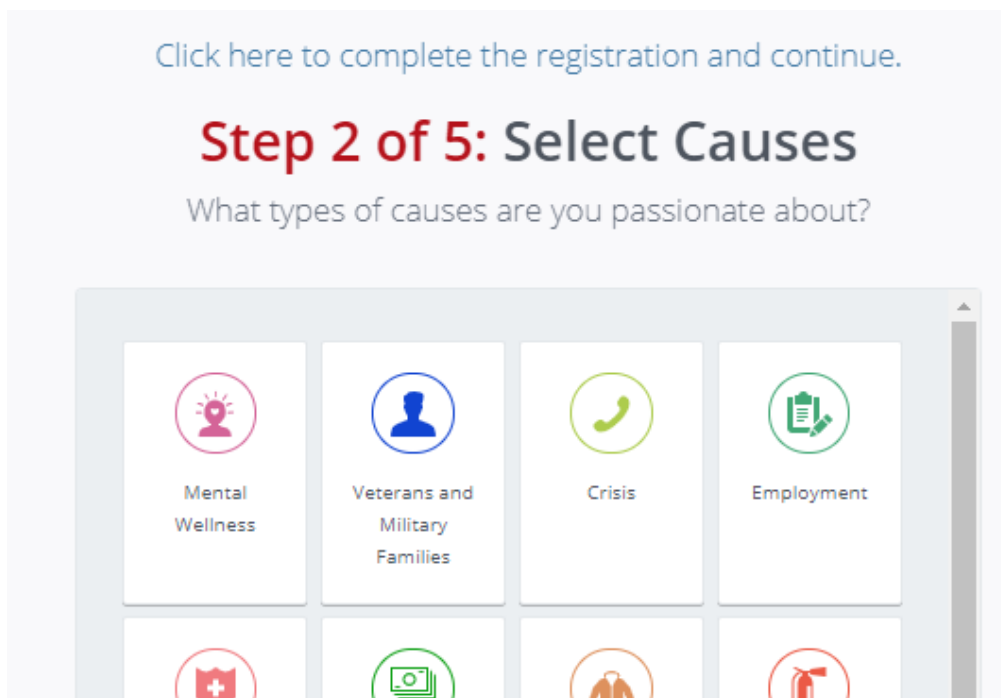You are then taken to the first step, **Create Account**.

1. Enter your name, email address, and any other requested or required personal information. If you want to sign up using your Facebook account, you can do so if your site has that option.

2. Type a password in both the **Password** and **Confirm Password** fields.

    Note: Passwords must be at least eight characters long and are not case-sensitive.
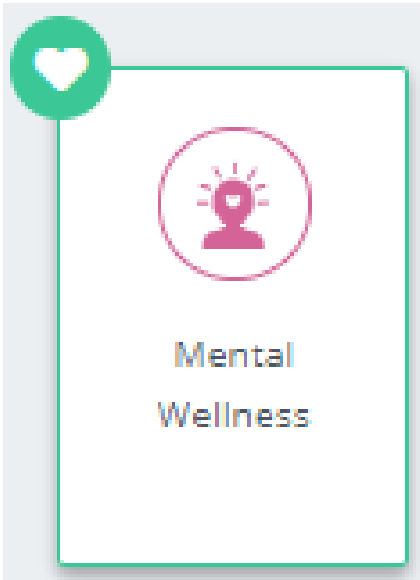
3. Click **Create Your Account.**

Select the Causes You Want to Support

For this next step, you're asked to indicate the causes you're passionate about. This information will help Get Connected inform you of the organizations in your community that support the same causes.

Click here to complete the registration and continue.

Step 2 of 5: Select Causes

What types of causes are you passionate about?

Mental Wellness	Veterans and Military Families	Crisis	Employment

When you select a cause, it will be highlighted with a heart.
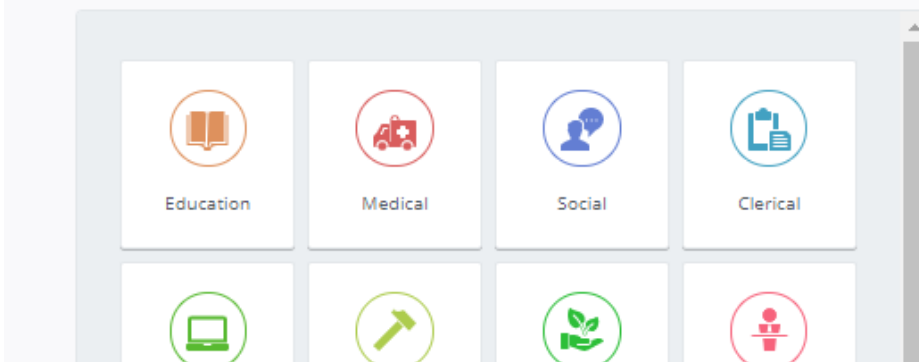

Click the "CONTINUE TO NEXT STEP" to **Continue**.

Select Skills

For this next step, you're asked to indicate your volunteer skills that you can use in volunteering. This will help Get Connected inform you of the volunteer opportunities in your community could use your skills.

Once you have selected at your interests, click the button to **Continue**.

Fan an Agency

You're not required to fan an organization as part of sign up, but you'll want to fan any organizations that you're interested in supporting through volunteerism. Once you've fanned an organization, you'll receive emails whenever that organization posts new opportunities.

To fan an organization, click on it. Once you've selected it, the organization box is highlighted and shows a heart.

Once you have fanned one or more organizations, click the button to **Continue**.

... And You're Done!

Click the **Continue** button to go to your Dashboard.

To update your profile at any time, including your password, click on your initials at the top, then select "Edit Profile"
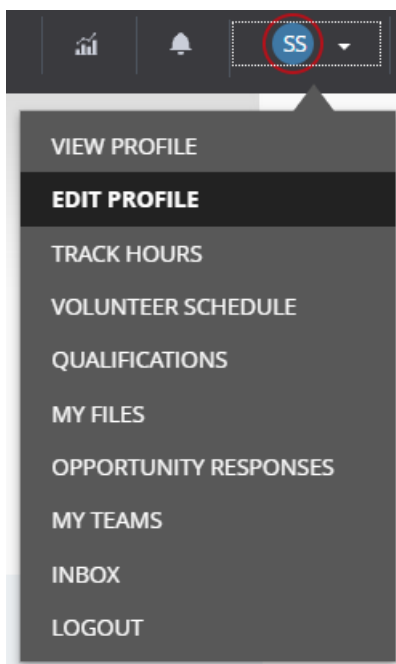

From this page you can add or edit any facet of your profile.

Once updated be sure to click the update button below sections you edit.

Responding to Opportunities

Once you've found the right volunteer opportunity, it's easy to respond to it and let the agency know that you'd like to volunteer.

To access the opportunity-information page, click the **View Details** button for the need (shown below).
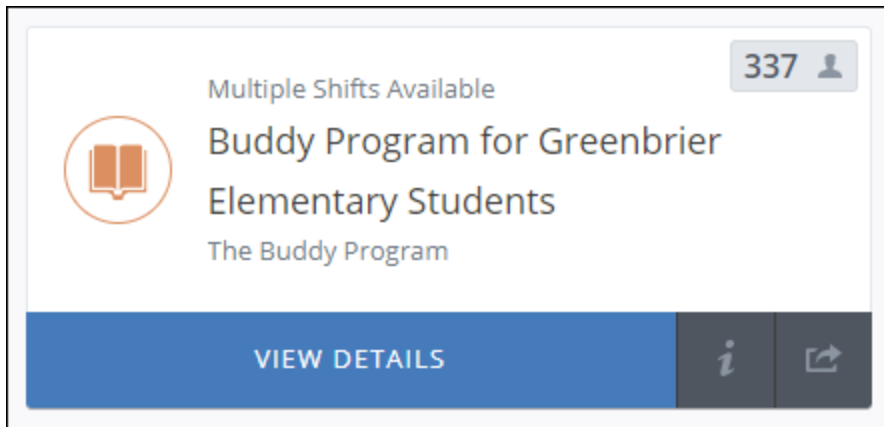

The opportunity-information page provides additional details about the volunteer opportunity.

All opportunities include the option to respond individually (provided that registration for the opportunity has not been closed and the opportunity isn't full). Some needs may also include the option to respond as a team.

Responding Individually to a Non-shift Opportunity

To respond individually (not as a team) to a opportunity that does not have multiple shifts:

1. Click the **Respond** button, located in the top right-hand corner of the opportunity-information page.
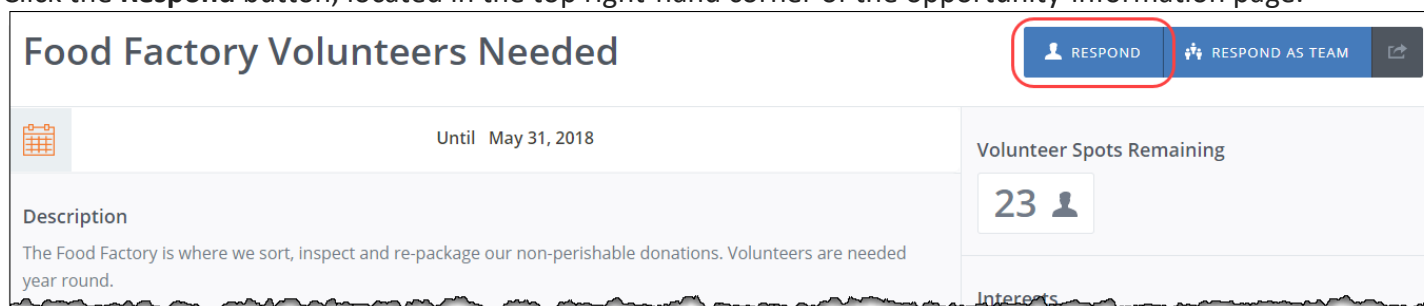
Note: If you do not see a **Respond** button, check out the end of this document for other potential buttons and their meanings.

2. On the response page that is displayed, you can type any additional notes for the organization manager. If other questions have been added for this opportunity, you may be required to answer them.

3. Click **Submit Opportunity Response**.

You are returned to the opportunity-information page, and the **Respond** button is replaced by an **Unregister** button.
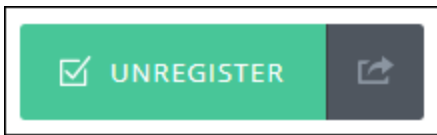

You'll also receive an email confirmation your opportunity response, and the organization manager for the opportunity will be notified that you have signed up.

**Responding Individually to a Shift Opportunity**

If a volunteer opportunity has multiple shifts available, you'll need to select one or more shifts before completing your need response. When you click on the opportunity-information page, you'll see a list of shifts, along with the option to **Respond Individually**.

To respond individually (not as a team) to one or more shifts of a need:

1. Click **Respond** button described previously.

2. Select the shift(s) you want to volunteer. Note that past shifts are shown in faded text and cannot be selected. Also note that you can see the day of the week for shifts, making it easier for you to select the days you want.
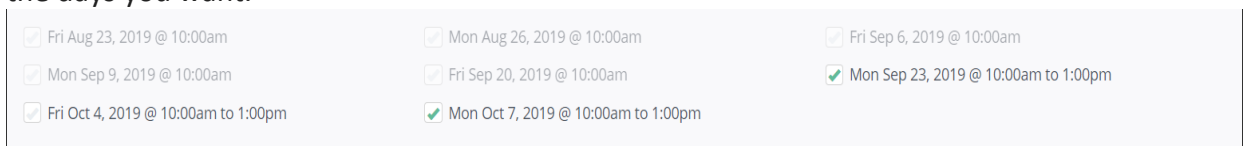
3. You can also choose to "Respond to All Shifts" by moving that toggle to YES. Be careful when using this option when many shifts are available, so that you do not overextend yourself.
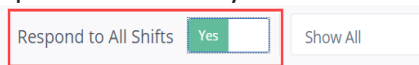
4. Below the shift-selection area, you can type any additional notes for the organization manager. If other questions have been added for this opportunity, you may be required to answer them.
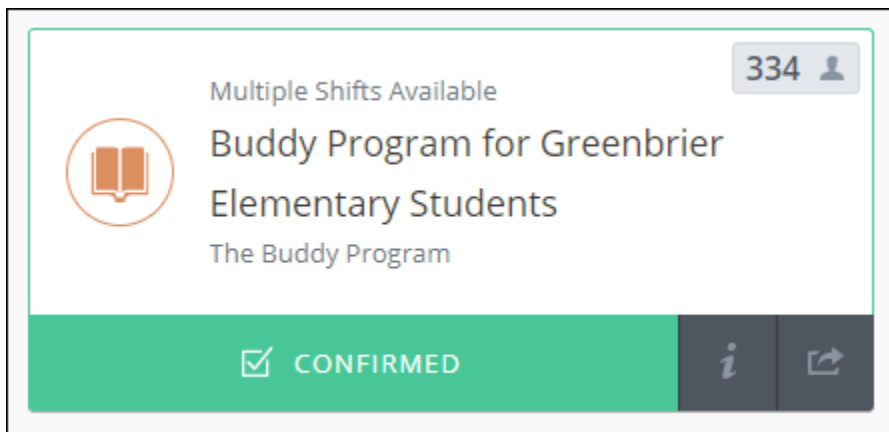
5. Click **Submit Opportunity Response**.

You are returned to the opportunity-information page, and the **Respond** button is replaced by a **Manage My Responses** button, which you can click to update a response or unregister from a shift.

You will also receive an email confirming your opportunity response, and the Organization manager for the opportunity will be notified that you have signed up.

Note: You can unregister for an opportunity or shift at any time, as long as the need is in the future.

Back in the opportunity listing, the **View Details** button is replaced with a **Confirmed** button.
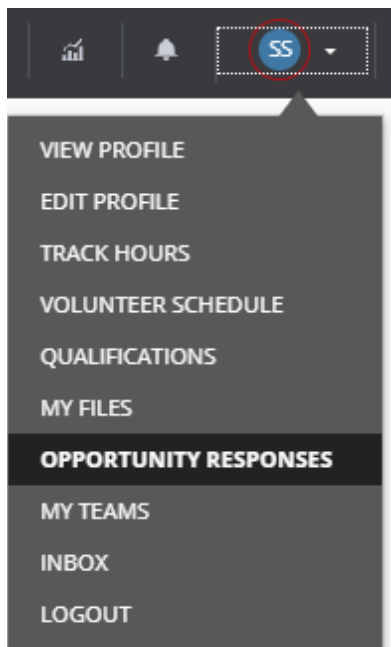

Unregistering from a Need

You can unregister from a volunteer opportunity as long as the opportunity is in the future.

Unregistering as an Individual

To unregister from a need or shift:

1. From your profile menu, click **Opportunity Responses**.

Your **Volunteer Responses** table lists all of your past volunteer responses.

Note: Expired needs are shown in faded text with a gray background. You can click on any active, current need to view the need description.

2. Find the need, and then click **Unregister** from the **Options** dropdown. (Click image for a larger view.)
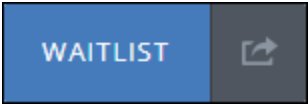

3. Click **Yes** to confirm your unregistration.

Warning: If you have already submitted volunteer hours for the opportunity or shift from which you're unregistering, those hours will no longer appear in your hours record or on your volunteer resume.

You can also unregister from a need by opening opportunity-information page and clicking the **Unregister** button.

Response Button: Other Text

Depending on the opportunity capacity and restrictions, you may see a button other than the individual and team response buttons when viewing a opportunity-information page. Other button possibilities are shown below.

Button	Description
CLOSED	The open registration period for this opportunity has ended, and registration is no longer open.
FULL	The opportunity has met its volunteer capacity, and the organization is no longer taking volunteers for it.
WAITLIST	The opportunity (or shift) has met its volunteer capacity, but a waitlist is available. Click **Waitlist** to be added to the waitlist; the button will change to read **Added to Waitlist**, and you will get a confirmation that you have been added. To remove yourself from a waitlist, click the **Added to Waitlist** button. **Note:** The waitlist option is not available for team sign-ups.
QUALIFICATION NEEDED	Qualifications are required in order to respond to the opportunity